

# **Lynchburg Parks & Recreation SCHOLARSHIP PROGRAM**

## **Purpose:**

To make Parks and Recreation activities affordable to Lynchburg City residents who have a financial need.

## **Program Outline and Guidelines:**

1. Each scholarship applicant must be a resident of the City of Lynchburg and complete an application form per program.
2. Recipients must make at least a 50% financial commitment towards the program cost with the remainder of the program cost coming from the Scholarship Fund.
3. Each recipient must provide evidence of financial need such as:
  - a) A Virginia Cardinal Card or Medicaid card.  
All adults in Day Services and Foster Care children are eligible for a scholarship upon verification from their social worker.
  - b) Provide a short statement of need. Parks & Recreation Program Supervisors have the authority to approve these.
4. Scholarships are awarded on a first come first serve basis.
5. The number and amount of scholarships may be limited due to available funding and demand of scholarship funds. Certain programs may have scholarship limits.
6. All applications for the Scholarship Program shall be approved within 5 business days.
7. Contributions and/or deposits to the Scholarship Fund will be communicated to the appropriate staff by E-mail.
8. Recreation Services Manager or designee will manage and maintain the proper financial spreadsheet and will inform other program supervisors of account balances monthly, usually at the Rec Services meeting. Scholarship Management will include: Entry date, fund sources & amounts, running balance Recipients name, activity or activity number, code, and date scholarship was awarded.
9. The Rec Services Manager or designee will create a quarterly balance sheet for all program supervisors' information. Requests for fund transfers to the appropriate project code will be based on the quarterly balance sheets submitted to Admin. by the 10<sup>th</sup> of month, following the end of the quarter. Quarters will be July – September, October – December, January – March, and April – June with the exception of the last quarter of the year.
10. All Parks and Recreation staff will be notified when the Scholarship Fun drops below \$500.
11. To assure program funding does not exceed demand, the program will be temporarily halted when the fund balance drops below \$350. At this point any additional applications must be approved by the Rec Services Manager or the Rec Services team.

## **Program Funding:**

1. Revenues received from the Parks & Recreation Department's "Vending Agreements" will be dedicated to the Scholarship Fund.
2. Contributions from civic organizations within the Lynchburg region will be secured and accepted by the Parks & Recreation Business Manager along with assistance from the Recreation Services Manager.
3. Parks & Recreation may also sponsor events to raise funding for this program.

## **Evaluation:**

Recreation Services will evaluate this program at the beginning of every calendar year for proper implementation and resource management.

# Lynchburg Parks & Recreation

## SCHOLARSHIP APPLICATION PROCESS

### Application Process:

**Step 1** Each applicant must complete a Scholarship Application Form per program and:

1. the required program registration form, providing signatures of parent/guardian for children under eighteen
2. the Scholarship Application
3. all Day Services and Foster Care recipients should submit their application request at the time they register for a program. Parks & Recreation supervisors will obtain the necessary approvals.

**Step 2** Supervisor accepts:

1. completed program registration form,
2. scholarship application, and
3. payment (50% of program cost), and will create a receipt through RecWare if payment received.

**Step 3** Supervisor reviews application and determines eligibility of applicant. ***Approval is based on:***

1. City Residency
2. Financial need
3. If space is available in activity or program
4. If money is available in the Scholarship Fund (This is done by looking in the Scholarship Program folder on F drive.)
  - a) If balance is above \$500, supervisor has authority to approve application if they deem applicant eligible.
  - b) If the balance is below \$500 then approval must be granted from the Recreation Services Manager (or designee).
5. Number of applications received and the number of scholarships the individual has received in the past. (This is done by looking in the Scholarship Program folder on F drive.)

***Applications may be denied for the following reasons:***

1. Multiple Scholarships already awarded
2. Evidence of financial need is not met
3. Scholarship fund balance appears to be below \$350
4. Certain programs may have a scholarship limit
5. Eligibility requirements for program not met

**Step 4** If the applicant is eligible to receive a scholarship and funds are available, the request will be approved and the supervisor (or designee) will notify the applicant and if not already received by Parks and Recreation, the applicant will pay 50% of the program fee. When entering registration in RecWare *only the amount the person actually paid should be entered into the Default Amount boxes immediately to the left of the money field.* The remainder of the class fee or scholarship amount will be transferred into the appropriate code at a later date.

**Step 5** A copy of the approved application will be given to the Rec Services Manager or designee for entry into the Scholarship Management System. If the application is denied, the applicant will be notified by the program supervisor or designee.

Revised February 3, 2004